Welcome Aboard Package

Operational Support Office
(Formerly the Reserve Liaison Office)
Naval Medical Center, San Diego
34800 Bob Wilson Drive
San Diego, CA 92134-5000
Bldg. 26 1st Deck
(Next to San Diego Credit Union)
(619) 532-9775 or DSN 522-9775
Fax (619) 532-7348
Duty Pager 1-800-903-2717
Monday – Friday, 0730 - 1530
http://www.nmcsd.med.navy.mil
Updated: 2 May 06

OPERATIONAL SUPPORT OFFICE (OSO) STAFF

Operational Support Officer
LCDR MARTHA SUAREZ, NC, USN
mjsuarez@nmcsd.med.navy.mil

LCPO
HMC FAULK, CYNTHIA D
cdfaulk@nmcsd.med.navy.mil

LPO/Credentialing Coordinator/Mobilization
Coordinator/MEDRUPMIS Coordinator/Officer AT
Coordinator/HIPAA Administrator
HM2 OSBORNE, JILL
jsosborne@nmcsd.med.navy.mil

Dental Liaison/ Army/Air Force /National Guard
HM2 GUADARAMA, THESALONICA
tpguadarama@nmcsd.med.navy.mil

Enlisted AT Coordinator/HIPAA Administrator
HM3 HART, TAMARA L
tlhart@nmcsd.med.navy.mil

ADSW Coordinator/Performance Report
Coordinator/MEPERS/SPMS
HN SANTACRUZ, INEZ
isantacruz2@nmcsd.med.navy.mil

THE NAVAL MEDICAL CENTER SAN DIEGO HISTORY

Naval medical activities first appeared in San Diego, in 1914, when a field hospital was set up in Balboa Park to support an encampment of Marines on North Island, across San Diego Bay. World War I saw a medical facility officially established on the old Pan-American Exposition grounds in 1917, and two years later the facility was renamed United States Naval Hospital San Diego. Inspiration Point, in Balboa Park, would become the site for the new Balboa Hospital, which was commissioned August 22, 1922. World War II increased the hospital's tempo. During the war years, approximately 173,000 patients were treated at Balboa Hospital. Korea and Vietnam followed and Navy medicine saw a vast improvement in battlefield evacuation techniques. Typically, 30 hours after a service member became wounded, injured or ill in Southeast Asia; Balboa would receive them for treatment.

A new, state-of-the art facility was built in 1988, replacing the old "Pink Palace." Naval Medical Center San Diego, "The Pride of Navy Medicine," is the largest and most technologically advanced military health care complex in the world; upholding the highest traditions of Naval service and of Navy medicine.

POINTS OF CONTACT

NMCSD EMS: 9-1-1 (on base 9-9-1-1) or 532-8500

NMCSD FIRE: 9-1-1 (on base 9-9-1-1) or 532-8500

NMCSD SECURITY: (619) 532-8500

NMCSD Quarterdeck: (619) 532-6400

Naval and Marine Corps Reserve Center San Diego: (858) 537-8050

Western Union: (800) 325-6000

NROWS:

The UIC for Naval Medical Center San Diego (NMCSD) is: **00259**, the command address is 34800 Bob Wilson Dr San Diego CA, 92134. Your POC is LCDR Martha Suarez, email mjsuarez@nmcsd.med.navy.mil, phone: 619-532-9775. A rental car is required! **The OSO does not have access to NROWS. If your orders are approved, or are cancelled, you need to contact the OSO no later than two weeks prior to the start of your AT.**

ANNUAL TRAINING CHECK-IN LIST

Required items for Check-In at NMCSD Operational Support Office (OSO)

1. Your original orders including any/all modifications.
2. Your record of emergency data, NAVPERS 1070/602 (page two) certified copy updated within the last twelve months.
3. Military ID Card
4. Appropriate and adequate number of Uniforms
5. Certified copy of promotion documents (Officers) or page 4 from Service Record (Enlisted) if advanced subsequent to AT orders.
6. **Sufficient money or credit card for hotel, rental car and meal expenses. Reservists will not be paid on site during or after the AT period.**
7. Completion of TRICARE HIPAA 200 training. Bring certificates of completion. To complete HIPPA training, see attached instructions on page 10. Everyone must complete HIPAA 200 or HIPPA refresher if HIPAA 200 previously completed before reporting to NMCSD.
8. Completion of Annual Update training. If you have a **nmcsd.med.navy.mil** account, you can complete your training from home, prior to your arrival, see attached directions page 14. If you don't have a **nmcsd.med.navy.mil** account, the OSO will coordinate completion of this upon your check-in.

ANNUAL TRAINING CHECK-IN PROCEDURES

1. All personnel are required to report to the Operational Support Office (OSO) in the appropriate uniform of the day.

2. If you arrive,
   - The *evening before* the first day of your AT period is scheduled to begin, report directly to the BOQ/BEQ or hotel, whichever applies?
   - The *same day* as the first day of your AT duty period, report directly to the OSO at 0730.
   - In both cases, members with orders to NMCSD are to report to the OSO at 0730 on their first day of AT duty.
   - **If** your report date is on a **holiday**, please check in at the NMCSD Quarter-deck Bldg. 1 Deck 1 (619) 532-6400. The following day is sure to check- in with the OSO.

3. The OSO is located in Building 26, 1st floor, room 108S (see attached map). This is the old hospital. If there is a large number of Reservists reporting for annual training (AT), the initial check-in location may change. Call the OSO one week prior to your AT period is scheduled to begin to confirm check-in location.
4. The OSO will direct you to your assigned work area.

ANNUAL TRAINING CHECKOUT

Check out is done between 0800-1030 on the last of your AT. Upon completion of the check our process you are **required** to return to your workspace to complete the workday. Your return flight is to be scheduled **after 1600.**

DRIVING DIRECTIONS

You can use one of the map/direction websites, such as Maps On Us or Mapquest, to provide detailed directions from your current location to NMCSD, which is located off Florida Drive in Balboa Park north of downtown San Diego. NMCSD's address is 34800 Bob Wilson Drive, San Diego, CA 92134. If the particular map/direction website you use does not locate the address above, you can enter '2000 Florida Drive, San Diego, CA 92134' as the address. This address is at the intersection of Florida Drive and Bob Wilson Drive; if you follow the directions to get to 2000 Florida Drive, you will be right at the entrance to NMCSD.

From San Diego International Airport:

The Lindbergh Field Airport is the closest airport to NMCSD. From the airport, take Harbor Drive south to Grape St. Turn left onto Grape St., to I-5 South. Take I-5 South to Pershing Drive exit. Turn left onto Florida Canyon Drive. Turn left on Bob Wilson Drive and enter hospital compound. OSO is located at the end of the road at the second stop sign in bldg. 26, 1st floor, room 108S.

If you need a ride from Lindberg Field Airport to NMCSD, go to the USO counter in the West Terminal (#1). They can arrange a ride from the airport to the hospital for you at a minimal cost. The telephone number to the USO is (619) 296-3192; they are open from 0900-2300.

UNIFORMS

Winter (Normally commences in October)
The Uniform of the Day is Service Dress Blue (Officer and Enlisted). Verify actual uniform change dates by contacting the NMCSD Quarterdeck at (619) 532-6400 prior to arrival in San Diego. Alternate uniform is,
- Officers/CPOs – Winter Blue/Service Khaki
- E-6 and below – Winter Blue

Note: The Navy black V-neck sweater and Navy black jacket is authorized in lieu of the Service Dress Blue Jacket. The blue wooly sweater is no longer authorized to wear.
Summer (Normally commences in April)
The Uniform of the Day is Service Dress White, (Officer and Enlisted). Verify actual uniform change dates by contacting the NMCSD Quarterdeck at (619) 532-6400 prior to arrival in San Diego. Alternate uniform is,
- Officers/CPOs – Summer White/Service Khaki
- E-6 and below – Summer White

Note: The Working or Wash Khaki Uniform is not authorized for wear.
NMCSD internal policy states that covers are not required to be worn while on the central courtyard. Please use good "common sense." If your cover is with you while on the compound, please wear it. Remember to extend the proper courtesies while overed.

SECURITY AT NMCSD

All personnel on board NMCSD are required to surrender their military or civilian identification card to Security personnel upon request. Everyone's safety is of the utmost importance. Your cooperation is appreciated.
Staff members must have their Military ID and Hospital Badge in their possession at all times (on duty) while onboard the Naval Medical Center compound.
Visitors are required to have a form of picture ID (military ID, drivers license, etc.) when entering the Naval Medical Center compound.
During increased threat conditions, 100% ID checks are required so please have your ID ready to show the Gate Security personnel when entering the NMCSD compound.
If you are driving a rental car, be prepared to present the car rental agreement at the gate. Ensure you carry your Military ID at all times when entering or leaving the compound. Your NMCSD ID badge is a required part of your uniform at all times on the hospital compound.

PARKING AT NMCSD
Parking on the hospital compound remains limited.
Upon check-in you must park in the "O" Lot (see attached map), until you have been issued a temporary parking pass.
D - Lot: Staff (E-5 and above) parking 0700-1430 Mon-Fri. Reserved parking for Red Cross, Volunteers, Consultants and Department Heads.
H - Lot: Staff (E-5 and above) parking 24 hrs, 7 days a week. Open parking 1430-0600 Mon-Fri. Open parking on weekends and holidays.
O - Lot (city owned): Overflow parking for Staff / patient / visitors 0600-2000 Mon-Fri. No parking 2200-0600. Closed weekends and holidays.
Bldg. 19 "New" Garage: Staff (all) / BEQ resident parking 24 hours, 7 days a week.
Bldg. 21 "Old" Garage: Staff (E-5 and above) parking top level, back sections, entire 2nd and 3rd levels 24 hours 7 days a week. Tricare Prime patient parking top level, front and middle sections 0700-1400 Mon-Fri. Tricare Prime sections open parking 1430-0700 Mon-Fri, weekends and holidays.
400 City Lot: Staff / patient / vendor / visitor parking, 7 days a week. No parking midnight-0600.
800 City Lot: Staff / patient / vendor / visitor parking, 7 days a week. No parking 0200-0600.
Tram Service runs approximately every 15 min from 0600-1830 for the "O" lot and the 400 / 800 city lots.

Note: All marked reserved spaces are reserved 24 hours a day, 7 days a week.

PASS AND DECAL
Temporary Vehicle Passes are available for Reserve Personnel. To register vehicles, drive the vehicle to the Pass and Decal office (Bldg 26-2B) and provide the following documents:
- Military ID
- Driver's license
- Proof of insurance
- Vehicle registration.

Hours of operation: Monday-Friday, 0730 - 1530
Phone: (619)532-6024 / 6019 Fax: 532-9935

TRANSPORTATION

Taxis:
Cabs can be ordered   by phone.
Check the Yellow   Pages or
you can try Yellow   Cab at
(619) 234-6161,   Crown
City at (619) 437-   8885,
check with the
dispatchers when calling for your cab for the fares and if they accept any type of Credit Card.

Car Rentals:
There are many car rental firms in San Diego, and it is worth shopping around for the best rate. Rates vary widely and promotional discounts are offered at different times of the year.

Trolley Service:
The trolley system is   easily
identifiable by its red   trolleys,
which pulse along the   major
corridors of downtown   and
western East County. The electronic trolley system winds its way to many prime locations on the tourist map (Old Town, Gas lamp, Convention Center, Seaport Village, Fashion Valley Mall, San Ysidro/Tijuana border), but won't get you to Balboa Park, Coronado (take the ferry), Point Loma, La Jolla or points further north. The bus line is good for locals, but may not be as speedy or squeaky-clean for those ready to sightsee America's Finest City.

San Diego Mass Transit Guide:
For bus times or train schedules, such as the Coaster, trolley or Amtrak go to http://www.sdinsider.com/ autos/traffic/transitguide.html

San Diego Transit	800/266-6883
North County Transit	800/266-6883
SD County Transit	619/238-0100

FasTrak Toll Roads	888/889-1515
Coronado Ferry	619/234-4111
San Diego Coaster Schedule	619/685-4900
San Diego Trolley Schedule	619/231-8549

LODGING

*You must have a credit card (commercial or government) or sufficient funds available to secure lodging, rental car and meals. Advance per diem, is not authorized.

BOQ/BEQ - Local Berthing

***NOTE**: It is the Reserve Member's responsibility to coordinate and arrange for berthing.

BOQ ***Area Code (619)
Naval Station 32nd Street	556-8672/73/74
Anti-Submarine Warfare Base (Admiral Kidd Inn)	524-0557
NAS North Island (Coronado)	545-7545
Naval Amphibious Base Coronado	437-3860/58
Sub-Base Point Loma	553-9381
Marine Corps Recruit Depot	524-4401

If your AT is at MCAS Miramar, you may want to take the opportunity to berth there. (858) 577-4235

BEQ ***Area Code (619)
Naval Station 32nd Street	556-8672/73/74
Anti-Submarine Warfare Base	524-5382
NAS North Island (Coronado)	545-9551
Naval Amphibious Base Coronado	437-3494
Sub-Base Point Loma	553-9381
Marine Corps Recruit Depot	524-4401

If your AT is at MCAS Miramar, you may want to take the opportunity to berth there. (858) 577-4235

NAVY LODGES (800) 628-9466

There are three Navy and Marine Corps Lodges in the area; Naval Station (32nd Street), Naval Air Station North Island, and Marine Corps Air Station Miramar.

Naval Station 32nd Street   (619) 234-6142
  $55/day – 1 BR $61/day – 2 BR
NAS North Island   (619) 435-0191
  $69/day – one rate
MCAS Miramar Inn   (858) 271-7111
  $55/day – one rate

NAVY UNIFORM SHOPS

NMCSD Mini-Mart (Note: Very limited selection)
Building 26, 1st Deck
(619) 525 – 1501
0900 – 1800 Monday – Friday
1000 – 1600 Saturday
Naval Station San Diego (32nd Street)
Building 3301
2260 Callagan Hwy
San Diego CA 92136
(619) 544-2248
0800 – 1900 Monday – Friday
0900 – 1700 Saturday- Sunday

Directions from NMCSD: Take I-5 South to 28th Street Exit. After exit, turn left exit at second light (Harbor Drive). Go up to 32nd street gate and turn right into the base (WET SIDE). Turn left at the stop sign; you will see signs for NEX/Uniform Shop on left side.

FOOD

Located in NMCSD Main Courtyard:
Subway
    0630 - 2300 M - F
    0900 - 2100 Sat - Sun
TCBY
    0630 - 2300 M - F
    0900 - 2100 Sat - Sun
Jamba Juice
    0700 - 1700 M - F
McDonald's
    0530 - 2400 Mon - Sun
Galley
    0530 - 0800 Breakfast
    1030 - 1300 Lunch
    Effective 01OCT03
    closed evening meal M-F
    closed weekends and holidays
Navy Exchange Mini Mart (next to McDonald's)
    0600 - 2000 M – F
    0900 – 1600 Sat - Sun
Located in Building 26:
1.   Rice King (1st deck)
    1030 - 1400 M - F
2.   Navy Exchange Mini Mart (1st deck)
    0900 - 1600 M - F
3.   Pizza Hut
    1100 - 1900 M - F
    1200 - 1700 Sat – Sun

EXCHANGES AND COMMISSARIES
Naval Station 32nd Street Exchange
BLDG 3187
(619) 544-2100
Monday-Friday   0900-2100
Saturday-Sunday 0900-1900

Marine Corps Exchange Miramar
BLDG 2660
(858) 695-7220
Monday-Friday   0900-2000
Saturday   0900-1900
Sunday   1100-1800

Naval Station 32nd Street Commissary
BLDG 3379
(619) 556-8657
Daily   0730-1900

DECA Commissary Miramar
BLDG 2661
(858) 577-4516
Monday-Wednesday   1000-2000
Thursday-Friday   1000-2100
Saturday   0800-2000
Sunday   1000-1800

MEDCIAL and DENTAL TREATMENT FACILITIES

If you need medical care while on your Annual Training, please call **1-888-999-5195** and make an appointment for the NMCSD. If it is an emergency go to NMCSD Emergency Room.

NAVMEDCEN SAN DIEGO, CA
3400 Bob Wilson Drive
San Diego, CA 92134-1106
OFFICER OF THE DAY/24-HOUR PHONE:
Commercial: (619) 532-6400
DSN Prefix 522
Fax: (619) 532-6333

BRMEDCLINIC SAN DIEGO, CA
32nd Street Naval Station
2450 Craven Street
San Diego, CA 92136
OFFICER OF THE DAY/24-HOUR PHONE:
Commercial: (619) 556-8077
Fax: (619) 556-9419

NMCSD DENTAL CLINIC
3400 Bob Wilson Drive
San Diego, CA 92134-1106
Commercial: (619) 532-8600
DSN Prefix 522

NMCSD FITNESS FACILITY

Be sure to pack your PT gear!   The NMCSD Fitness Facilities have just completed renovation. This includes the workout/weight room and the male and female locker rooms.
The workout/weight room is located in Bldg. 26, 1-B and consists of several brand new equipment items, including treadmills, Lifecycles, Nautilus, Stairmaster, weights, and more. The fitness center is in Bldg. 12, located near the Child Care Center and next to the Fire Station. It has a full-length basketball court and lap pool available along with aerobics room. The locker rooms are equipped with shower facilities.   Please note that the Naval Medical Center is not responsible for lost items; therefore, ensure that your valuables are locked up.
If you are not the indoor gym type, Balboa Park is full of eye-catching scenery, museums, walkers, roller blades and other runners. When leaving the Medical Center compound, ensure that you have your Military ID Card.
Both the workout/weight room and fitness center is open from 0500 to 2100 daily and Sat. and Sun. from 0800-2000. You must provide your Military ID when signing in. There is a guest fee of $3 for non-military or contract personnel.

ATTRACTIONS IN SAN DIEGO

Balboa Park
619.239.0512
This cultural heart of San Diego is set on 1,200 acres just north of downtown, and features museums, theaters, gardens and the famous San Diego Zoo.

Belmont Park
3146 Mission Blvd., #F
San Diego, CA 92109
619.488.1549
This park features shops, dining, amusement, a historic wooden roller coaster and The Plunge swimming pool.

Cabrillo National Monument
P.O. Box 6670
San Diego, CA 92166
619.557.5450
This monument honors Juan Cabrillo's landing in San Diego in 1542; also a popular whale watching spot.

Del Mar Fairgrounds
2260 Jimmy Durante Blvd.
Del Mar, CA 92014
858.755.1161
Thoroughbred horse racing in the summer, plus the annual Del Mar Fair.

Embarcadero/Harbor Drive
Bay front area downtown features Seaport Village, wide sidewalks and a lovely harbor. The Star of India also is docked here.

Gaslamp Quarter
410 Island Ave.
San Diego, CA 92101
619.233.5227
Renovated historic district downtown, with 60+ restaurants, galleries and jazz bars.

Horton Plaza
324 Horton Plaza
San Diego, CA 92101
619.238.1596
800.214.SHOP
Seven city blocks of shopping, dining and entertainment on multiple levels.

Hotel del Coronado
1500 Orange Ave.
Coronado, CA 92118
619.522.8000
The largest wooden seaside structure in the world, this internationally renowned Victorian resort hotel has hosted 12 U.S. presidents and celebrities galore. Self-guided tours are available.

Mission Basilica San Diego de Alcala
10818 San Diego Mission Rd.
San Diego, CA 92108
619.283.7319
Founded in 1769, the first in a chain of missions that spring up along the coastline; on-site museum and gardens.

Mission Bay
A 4,600.acre, manmade aquatic park housing Sea World, park and picnic areas, 17 miles of oceanfront beaches and trails, and plenty of water for boating and swimming.

Old Town
619.220.5422
The first permanent European settlement in California includes the Bazaar Del Mundo, Heritage, museums, restaurants and shops.

Palomar Observatory
Highway of Stars
Palomar Mountain, CA 92060
619.742.2119
America's largest telescope...200 inches. Free tours are available daily.

Quail Botanical Gardens
230 Quail Gardens Dr.
Encinitas, CA 92024
Unique plants from all over the world thrive on 30 lush acres in north San Diego County.

The Salk Institute for Biological Studies
10010 N. Torrey Pines Rd.
La Jolla, CA 92037
858.453.4100
Tours are available of this medical research facility founded by Dr. Jonas Salk.

San Diego Convention Center
111 W. Harbor Dr.
San Diego, CA 92101
619.525.5000
This modern, 760,000.square.foot convention center on the downtown waterfront is home to exhibit halls, a ballroom, outdoor amphitheater, and striking views of the harbor area and city skyline.

San Diego. Coronado Bay Bridge
This two-mile toll bridge joins downtown San Diego with Coronado, and reaches a high point of 210 feet. Bicyclists and pedestrians are not allowed on the bridge, and there is no stopping at any point.

San Diego Wild Animal Park
15500 San Pasqual Valley Rd.
Escondido, CA 92027
619.233.9639
San Diego Zoo's "sister" facility, this wildlife preserve spans 2,000 acres, and features more than 3,000 free-roaming animals in open-range exhibits.

San Diego Zoo
2920 Zoo Dr.
San Diego, CA 92103
619.231.1515
The world-famous San Diego Zoo houses more than 4,000 animals.

Sea World of California
1720 S. Shores Rd.
Mission Bay, CA 92109
1.800.25.SHAMU
A 150.acre marine park, Sea World is home to Shamu, the largest collection of sharks in the world, a dolphin/whale petting pool and more.

Torrey Pines State Reserve
This cliff just north of La Jolla is one of only two locations in the world where the ancient and rare Torrey pine tree grows naturally. Hiking trails and guided walks are available.

The Museum of Man
1350 El Prado, San Diego, Ca 92101
619-239-2001
open daily from 10 a.m. - 4:30 p.m.
Open daily from 10 a.m. - 4:30 p.m.
The San Diego Museum of Man is an educational, non-profit corporation founded in 1915 to collect for posterity and to display the life and history of humankind.

Qualcomm Stadium/Chargers Tickets
Single-game tickets to Chargers home games on the Chargers' Qualcomm Stadium ticket office at Gate E.
Tickets also are available for purchase at all Ticket Master outlets or by calling 619/220-TIXS (8497). For more information on ticket sales, call the Chargers' ticket office at 619/280-2121.

USEFUL WEB LINKS
HSO Jacksonville
Centralized Credentials Review and Privileging
https://nhso.med.navy.mil/newimage/privileging/rescred.htm

Commander Naval Reserve Force
http://navalreserve.com

My Pay:
https://mypay.dfas.mil/mypay.aspx
Bureau of Naval Personnel:
http://www.bupers.navy.mil

Bureau of Medicine and Surgery:
https://navymedicine.med.navy.mil

TRICARE
http://www.tricare.osd.mil/

NROWS
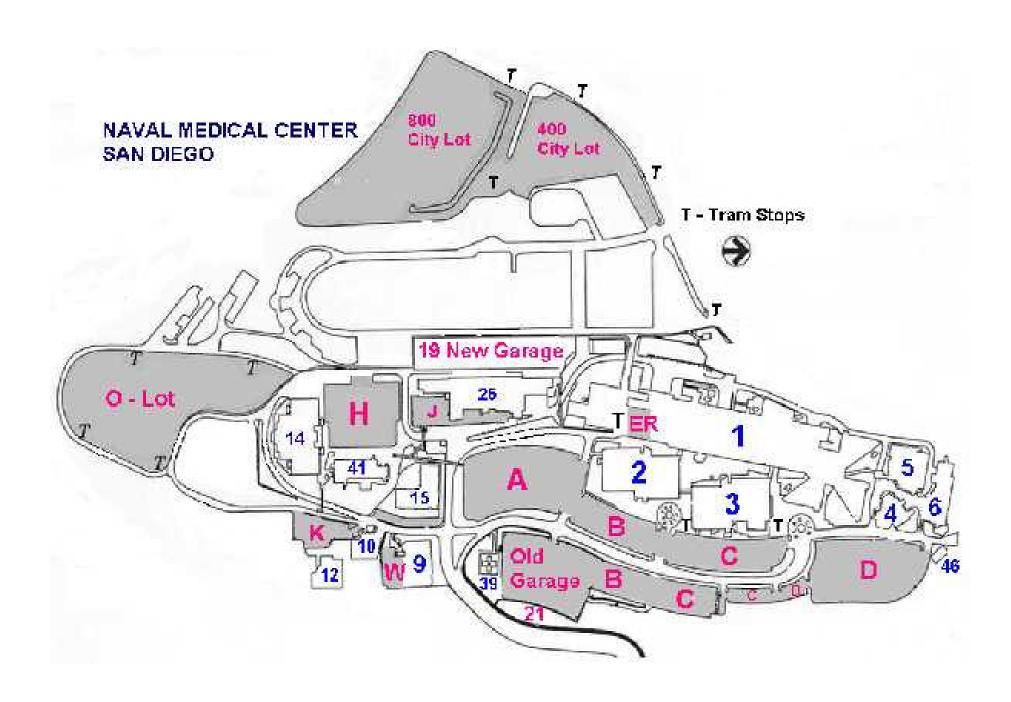https://nows.cnrf.navy.mil/nrows

Naval Reserve Personnel Center, New Orleans
https://www.nrpc.nola.navy.mil/

NRKO Online
https://nrko.reserves.navy.mil/

Swank Healthcare Services
http://www.swankhealth.com/

ESGR-Employer Support of the Guard & Reserve
http://www.esgr.org/

Naval Reserve Professional Development Center
http://www.nrpdc.nola.navy.mil/

NAVAL MEDICAL CENTER
SAN DIEGO

800 City Lot

400 City Lot

T - Tram Stops

O - Lot

19 New Garage

25

H

J

T ER

1

14

41

A

2

15

3

B

5

4

6

K

10

B

C

46

12

W

9

39

Old Garage

B

D

C

21

c   D

GETTING STARTED WITH HIPAA TRAINING

This guide will lead you through the registration process to begin your HIPAA training. Before getting started, it is very important to have Microsoft Internet Explorer 5.5 or higher installed on your computer when using this tool. To find out what version of Explorer you have, open your Internet Explorer program, and click on the **Help** button at the very top of the screen. Select the "**About Internet Explorer**" option. This screen will provide the version of Internet Explorer installed on your computer.
To download the latest version of Internet Explorer, visit the Microsoft site at:
www.microsoft.com/windows/ie/downloads/default.asp .

If you have trouble with HIPAA please contact MR Gary Atkins at 619-532-7926 or email:
gsatkins@nmcsd.med.navy.mil

NEW USERS
New Users to the HIPAA training application must complete the self-registration process. The student ID will be system generated and must be used every time you visit the HIPAA Training website.
If you encounter any problems when self-registering please contact the MTF HIPAA Privacy Officer (see Attachment A for the email address for the MTF that your reserve unit supports). Or you may send an email to the TMA HIPAA Help Desk at hipaasupport@tma.osd.mil for additional support.

1.0 GETTING STARTED
Access the HIPAA Training application by visiting: www.hipaatraining.tricare.osd.mil.   Before proceeding, you must agree to abide by the DoD computer usage rules. The last sentence on this page reads, "By clicking here, you agree to abide by the above stated rules."   When you click on "**clicking here**" – you will access the Student Login Screen.
2.0 Student Login Screen
As a new user you must complete the self-registration process to obtain the system generated Student ID.
NOTE: Please do not self-register more than once; if you forget your Student ID or Password please contact the TMA HIPAA Help Desk at hipaasupport@tma.osd.mil. If you register more than once, your learning history will be lost and you will be required to take all of the required courses again.

2.1 PRIVACY 101 QUESTION
Select "**NO**"

2.2 STUDENT ID
Your Student ID is automatically generated by the HIPAA Training Application and cannot be changed. Please remember this **ID,** as it will be needed every time you login to the HIPAA Training Application.

2.3 PASSWORD
The password must meet DoD password criteria as described in the note section of the Self Registration Form. Once entered, your password must be re-entered to confirm there were no typing errors.

2.4 FIRST NAME
You are required to enter your first name
2.5 Last Name
You are required to enter your last name.
2.6 Middle Initial
Fill in your Middle Initial if you have one.

2.7 DOMAIN
Please use **0029**.

2.8 JOB POSITION
Below you will find descriptions of all Job Positions. Select the Job Position that you fill when you provide contributory support at the MTF in order to view the recommended courses specific to your position.

Job Position	Description
Senior Executive Staff	MTF executive leadership, Legal, Public Affairs and Marketing staffs
Provider	Physicians, Physician Assts, Dentists, researchers
Ancillary Clinical	All the clinical ancillary personnel to include technicians
Nursing/Clinical Support	All clinical support personnel from Practitioner, Mid-wife, Anesthetist, Staff Nurses, LPN, NA, Dental Hygienist and Dental Admin Asst
Facility Support Services	All non clinical support personnel
Business/Finance Office	Resource Management, Personnel staff and Medical Operations (Readiness, Education, Training, Security)
Administrative Support Services	Patient assistance staff
Information Management	IM/IT staff
Medical Records/Patient Administration	Patient Admin, Medical Records, Coders, Transcriptions, clinical/ward admin staff
Volunteers and Contractor Personnel	Note: In addition to HIPAA 101, volunteers and contractors within the physical confines of TMA may be required to take additional courses related to their specific assignment.

2.9 EMAIL
Enter **first initial + middle initial + last name@nmcsd.med.navy.mil**
Example: LT John C. Doe Email: **jcdoe@nmcsd.med.navy.mil**

2.10 Telephone
Enter **619-532-9775**.

2.11 Language
Keeps the default setting

2.12 Date Format
Keeps the default setting

2.13 Time Format
Keeps the default setting

2.14 ENDING THE SELF-REGISTRATION PROCESS
Click "**Submit**" to complete the self-registration process and you will be taken to your Development Plan. You are now ready to begin your HIPAA training!

3.0 Development Plan
The Development Plan screen displays all components (courses) specific to your learning needs. Click **"Online"** to the right of each course to launch the course.

4.0 Completing a Course
Once you have launched the course, you are brought to the menu page. At the top of the menu page in the right hand corner you have the option of turning on the audio for each course.
Select section 1 to begin the course.
Once you have taken a course and completed it, the course will be removed from your Development Plan and will be placed in your Learning History. To see the courses that you have completed, select "Learning History" on the left menu bar. In order to get course credit for completion of the course, you must select "exit" when you are returned back to the "menu" page upon reviewing the conclusion section. **NOTE: If you exit out of the course by selecting the "x" on the browser, you have not exited out of the course correctly and will NOT receive course**

credit. You MUST select the "exit" button on the menu page. If you do not see the exit button on the menu page, maximize your browser window and/or use the F11 key for full screen view.
When you select **"exit"** you will go back to a screen that says **"Return to Online Object Structure for Component"**. Click on this sentence and you will go to a screen that provides the name of the course you just finished and the completion date. This will verify that you did in fact receive credit for completion of the course. To take the next course – look on the left hand side and click on **"Learning Map – Development Plan".** This will take you to a page where you can pick the next course you want to take.

5.0 Printing a Certificate of Completion
Once you complete a course, and you are back in the screen that verifies you did complete the course, click on **"Learning History"** on the left hand side. You will go to a screen that lists all of the courses you have taken and the date you completed them. You will also be given the option to print a Certificate of Completion. Print the Certificate and make a copy for yourself. When you complete all of the courses for your job description, provide a copy all of the certificates of completion to the Operational Support Office. Make sure you also keep a copy for yourself. Please wait until you complete all of the courses to hand in your certificates.

HIPAA Refresher Training

If you have previously completed HIPAA 101 and 200, you are required to complete an annual HIPAA refresher training. In order to complete the refresher training you need to have your student ID and password. Users that have HIPAA Learning Management System (LMS) IDs and passwords are encouraged to get started by logging into this site: <<http://www.hipaatraining.tricare.osd.mil/>>. Once logged in, you need to click on the HIPAA Refresher module. If you do not have an account and need instructions to create a new account in order to complete your HIPAA training, please follow the above directions and create a new account.

Annual Update training

Visiting Reservist or Reservist with a NMCSD.med.navy.mil account
Visiting students are people who are authorized to take advantage of NMCSD sponsored training, but who do not have a network domain account and/or are not in NMCSD's SPMS database. You may be a visiting student if you are:
* Active Duty from another command
* Medical student not in an NMCSD residency program
* Borrowed Labor
* Reservist
* Volunteer
To access NMCSD Intranet:
    1. Go to NMCSD public website:
    http://www.nmcsd.med.navy.mil
    2. Look for Staff/Network on the left hand side and click on it.
    3. Then look for "extranet" below Staff/Network and click on that.
    4. Click on "login". (The extranet will open in a new window.)
    5. log in with your nmcsd e-mail account.
    6. If you don't have a nmcsd e-mail account you will not be able to access this site from a public web-site.
    7. You will however be able to do the training once you have checked in to the command.
    8. After you have gained access to the intranet, follow the next set of instructions to complete your training.

To Register:
1. Go to the Training home page on the NMCSD Intranet: http://nmcsdintranet.med.navy.mil/training/
2. Look for the "New STUDENT LOGIN- Click Here" Click on it.
3. Look for "Registration for a NMCSD Visitor Student Account" Click on it.
4. You will be asked to create a Visiting Student profile, including assigning yourself a username and password.
5. Use your own personal e-mail account.

6. Once you create your account, you will receive an email copy of your record.
7. You will be able to login and conduct training at once.

To login:
1. Go to the Training home page on the NMCSD Intranet: http://nmcsdintranet.med.navy.mil/training/
2. Look in the left-hand navigation column.

3. Visiting Students:
a. Click the "Visiting Student login - click here" link immediately below the staff login. You will go to the visitor login form.
b. Type your visitor username and password.
c. Click "Login."
4. You are now logged in and may sign up for training.
You must be logged in to take an online quiz or to reserve a classroom seat. You do not need to be logged in just to look over the course offerings or read quiz lessons.